

VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

John D. Doe  
Address  
City, State 00000

Honorable Judge's Name  
Address  
City, State 00000

1 November 2004

RE: Request for Stay of Proceedings  
Docket/Case #: **XXXXXXXXXX**

Dear Honorable Judge's Name:

Please accept this letter as my formal written request for application for a stay of proceedings, in the case above, as provided in the Servicemembers Civil Relief Act ("SCRA"), 50 U.S.C. App. Section 522. I am an active duty servicemember currently stationed overseas at **Name of Installation**.

I am unable to attend the scheduled proceeding because **[briefly explain the situation]**. I will return to the states on **date** and will be prepared to proceed shortly on **date**. If you will not stay the proceedings until that date, I request that you appoint counsel to represent me after the initial 90-day stay according to SCRA section 522.

Please find the attached letter from my unit commander.

If you have any questions or require any additional information, you may contact me, in writing, at the address listed above.

Sincerely,

John D. Doe

Attachment:  
Commander's Letter